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Community Program Development Grant

Request for Proposal Application and Instructions Fiscal Year 2006-07 Cycle 29

**Proposal Deadline
5:00 p.m. March 24, 2006
No faxes or emails will be accepted**

**The application packet is available at:
www.scdd.ca.gov or by calling (916) 322-8481**

**Please call or e-mail Dana Spear regarding any questions
regarding the application or the grant process:
(916) 322-9573
dana.spear@scdd.ca.gov**

February 14, 2006

The California State Council on Developmental Disabilities (SCDD) has accepted and reviewed Concept Papers from all applicants, and is requesting Community Program Development Grant (CPDG) full proposals from selected applicants for the Fiscal Year (FY) 2006-07 (October 1, 2006 through September 30, 2007).

Pursuant to the Developmental Disabilities Assistance and Bill of Rights Act (Public Law 106-402), the SCDD is responsible for all Federal Part B Funds appropriated to California. Portions of these funds are allocated to the CPDG Program. Approximately \$1.9 million may be awarded for funding through the CPDG Program in Cycle 29, FY 2006-07. The purpose of the grant program is to provide resources necessary to initiate new programs/or replication projects that are creative, special, needed and innovative for people with developmental disabilities and their families.

This application packet is to be completed by selected applicants and contains the forms and guidelines for submitting complete proposals for funding. The decisions regarding eligible applicants and proposals that are ultimately funded will be the sole decision of the SCDD. As such, the grant application must be complete and meet all of the requirements set forth in this application packet.

A request for Concept Papers was posted to the web and distributed to interested parties on the Council's mailing list. The Concept Papers were reviewed and selected applicants are invited to submit full proposals. The list of selected applicants and application were available on the internet at www.scdd.ca.gov on February 14, 2006.

Two copy ready proposals, including all the required documents, must be received at the SCDD, Headquarters' Office, at 1507 21st Street, Suite 210, Sacramento, CA 95814, by 5:00 p.m. on Friday, March 24, 2006. The Council does not allow the faxing or emailing of any documents pertaining to the completed application.

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A. INTRODUCTION

This application packet is provided as a resource to those persons and/or organizations in California interested in submitting a proposal for Community Program Development Grant (CPDG) funding for Fiscal Year (FY) 2006-07. Contained herein are policies, procedures and guidelines to promote sound program and budgetary practices.

This application packet includes the Areas of Emphasis outlined in the 2007-11 State Plan chosen by the California State Council on Developmental Disabilities, hereinafter referred to as the SCDD. The application packet provides instructions about what the application must include, criteria used to select proposals, and contract requirements.

Applicants are responsible for providing accurate, current, and complete information about their organization and the proposal. All decisions regarding proposals that are ultimately funded are the sole responsibility of the SCDD. Therefore, submission of all required documentation must be submitted and completed in the manner outlined in this application packet. The SCDD reserves the right to amend guidelines by addendum, but no later than ten days prior to the submission deadline date.

During the CPDG process, the role of the SCDD is to ensure that all proposals are fairly and consistently reviewed and evaluated, comply with State and Federal laws and policies, provide assistance to applicants, to the extent the Council authorizes award the highest ranked proposal(s), complete the contracting process, and oversee the grant process/programs.

1. Federal and State Law

The SCDD is a federally funded independent state agency established by federal and state law. Pursuant to the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (Public Law 106-402), financial assistance to the SCDD is provided to develop and implement a State Plan to support advocacy, capacity building, and systemic change activities that are consistent with promoting a consumer and family-based system of services, supports, and other assistance. The goal of the federal law is to enable people with developmental disabilities to achieve self-determination, independence, productivity, and community integration and inclusion.

Provisions in the State Lanterman Developmental Disabilities Services Act (Amended Statute 2002, Chapter 676) directs the SCDD to conduct activities related to meeting the Objectives of the State Plan, including activities to demonstrate new approaches to serving individuals with developmental disabilities that are a part of an overall strategy for systemic change.

2. Federal Funding

Federal law requires that the funds allotted to California “shall be used to pay for the federal share of the cost of carrying out projects in accordance with approved State Plans of services for individuals with developmental disabilities.”

3. Community Program Development Grant (CPDG)

The CPDG program is the important vehicle used by SCDD to meet both the federal and state legal mandates as outlined above. The CPDG Projects are the primary method of directly providing the resources needed to initiate new and innovative programs for Californians with developmental disabilities and their families. These grants are awarded on an annual cycle, consistent with specific identified Areas of Emphasis outlined in the State Plan. Both the SCDD and grant recipients assert that the heart of this program is the ability to provide urgently needed services for individuals with developmental disabilities and their families that otherwise would not be available. An important component of the systemic changes and improvements resulting from these grants, besides the immediate funding that allows the creation or expansion of services, is the applicant’s commitment to securing ongoing funding for their programs. This component will be discussed in greater detail in Section C - Instructions for Completing CPDG Application.

B. THE STATE PLAN – AREAS OF EMPHASIS

The State Plan defines critical current and emerging issues facing Californians with developmental disabilities and their families. The State Plan is developed with extensive community input and informs the Federal Administration on Developmental Disabilities on how SCDD will invest its resources. The Council determined that Cycle 29 should **focus on Community Inclusion and Self-Determination**. These principles must be applied to any of the current Areas of Emphasis, based on the applicant's choice.

In addition to the SCDD's emphasis on the grants as part of overall systemic change, proposals must demonstrate an emphasis on OUTCOMES (actually achieving the SCDD's intended result in the specific area), and information on dissemination and willingness to provide information that can assist others with replication.

Therefore, for purposes of this CPDG grant proposal request, applications submitted for Cycle 29 - FY 2006-07 **must address providing services that focus on self-determination and community inclusion** in at least one of the following areas/goals:

Employment: Californians with developmental disabilities obtain, maintain, and advance in employment consistent with their interests, abilities, and needs.

Homes: Californians with developmental disabilities and their families have control, choice and flexibility in selecting from among a full array of living options, and are respected as the primary decision-makers regarding where and with whom they live.

Health: Californians with developmental disabilities of all ages and abilities will have access to, and benefit from, a full range of coordinated health, dental and mental health services in their communities.

Education & Early Intervention: Californians birth through age 21 with developmental disabilities will maximize their developmental and educational potential through the delivery of appropriate services and supports to individuals and their families; and will be integrated and included in all facets of student life, based on personal choice.

Child Care: California children with developmental disabilities will be integrated and included in community child care programs, including before and after school programs.

Transportation: Californians with developmental disabilities will be integrated and included in community transportation that enables participation in all elements of daily life.

Recreation: Californians with developmental disabilities of all ages will have full access to and inclusion in community social and recreational programs.

Community Supports: Californians with developmental disabilities and their families are free to participate fully in their communities, and have the necessary community supports to enable such participation.

Quality Assurance: In the Council's State Plan area of Quality Assurance, the Council is concentrating on its self-advocacy goal: Californians with developmental disabilities and their families will experience increased self-determination, productivity, integration and inclusion through Council projects and activities promoting self-advocacy. The three solicited projects under this area are:

Statewide Self-Advocacy

The proposal **must address how the program will implement the following:**

- Provide representation at stake holder meetings (statewide and local);
- Support local self advocacy groups:
 - a. Identify local and statewide issues; and coordinate a collaborative response;
 - b. Include local representatives from all thirteen catchment areas;
 - c. Share information through two meeting per year and have local representatives attend the Statewide Advocacy conference; (grant should include all expenses, e.g. travel, hotels, and meals, etc.)
- Provide training and information to local representatives (as outlined in b above) on serving on boards and commissions; also develop/provide training material;
- Provide information and support to Boards and Commissions on recruiting and retaining Individuals with Developmental Disabilities to serve as Board Members, and develop/provide training material should be available in booklet form and on website; and
- Provide interactive website for the local representatives; information should consist of updates and discussion on stake holder meeting input and outcomes; local information regarding self advocacy, etc.

Partners in Policymaking Model - Leadership Development

Replication of Minnesota's Partners in Policy Making Model. <http://www.partnersinpolicymaking.com>

The proposal **must address how the program will implement the following:**

- How the model will be replicated in California
- Outline the training schedule
- Serve individuals over 21 years of age and parents of young children with developmental disabilities
- Describe the method that will be used to ensure that individuals from traditionally underserved communities will be served
- Graduate 35-45 each year
- Outline all services and supports that will be provided to the participants (e.g. travel, hotels, per diem and childcare)
- State how the program will support graduates (e.g. website, list serve, follow up training)
- Describe how the program will track graduates and their achievements

Youth Leadership Development

The proposal **must address how the program will implement the following:**

- Serve Individuals with Developmental Disabilities aged 14-21
- Describe how the program will serve individuals with multiple disabilities
- Describe the method that will be used to ensure that individuals from traditionally underserved communities will be served

- Phases One Training:
 - a. Self Advocacy
 - b. Develop Leadership Skills
 - c. Focus on communications skills
 - d. How government works: local, county, state, and federal
 - e. Services Available – Options Available
 - f. Transition from school to college – school to work
 - g. Describe the method that will be used to ensure that individuals from traditionally underserved communities will be served
- Phases Two – How to Support Graduates
 - h. Train the trainer
 - i. Tracking students and their accomplishments
 - j. Strategy for Youth Leaders to move into Partners in Policymaking.

C. INSTRUCTIONS FOR COMPLETING CPDG APPLICATION

1. Timelines

Two (copy ready) proposals including all required documents must be received at the SCDD Headquarters' Office by 5:00 p.m. on Friday, March 24, 2006.

The SCDD will not accept applications sent by fax or e-mail. All application(s) received after the deadline will be returned.

Proposal(s) must be submitted to:

Dana Spear
State Council on Developmental Disabilities
1507 21st Street, Suite 210
Sacramento, CA 95814

Application Deadline.....by 5:00 p.m. on Friday, March 24, 2006

Technical & Area Board Office Review.....March 24 – April 14, 2006

SCDD Grant Review Task Force Evaluation/Ranking.....April 15 – 28, 2006

Council Action.....May 15-16, 2006

Public Posting Notice.....May 16, 2006

Protest Period.....May 16 – 22, 2006

Award Notification (pending completion of protest period).....June 16, 2006

Anticipated Funding of Awarded Proposals to Begin.....October 2006

2. Confidentiality

Prior to posting the "Notice of Intent to Award Contracts," all proposals will be designated confidential to the extent permitted by the California Public Records Act. After the protest period ends, all proposals received will be regarded as public record. Any language purporting to render all or any portion of the proposals confidential shall be regarded, as non-effective and the proposal will be rejected.

3. Debriefing

SCDD staff will not provide written or oral proposal debriefings to unsuccessful applicants.

4. Funding of Projects

- a. The funding of projects is contingent on the SCDD's receipt of sufficient federal funds. After the announcement of a grant award, changes in the level of federal appropriations received by the SCDD may result in the reduction of funds or withdrawal of some or all funded proposals. The SCDD assumes no responsibility for costs incurred by the applicant prior to formal awarding of a contract and reserves the right not to fund a proposal.
- b. The SCDD reserves the right to accept or reject any or all proposals received as a result of the request, to negotiate with any qualified entity, or to modify or cancel, in part, or in its entirety, these guidelines if it is in the best interest of SCDD to do so.
- c. The SCDD may reduce the allocation requested in any proposal. If the proposal amount is reduced, the applicant will be asked if they would like to proceed with the process. If applicant wishes to proceed, a revised budget will be required with the new allocation amount.
- d. Successful grantees will submit all invoices in arrears. Prior to executing the contract, successful applicants must be able to provide assurances that they are financially able to meet expenditures until approved reimbursement is received.

5. Format Requirements

The SCDD strongly encourages applicants submitting proposals to be **accurate, brief, and clear in the presentation of their proposal/ideas**. Proposals addressing more than one Areas of Emphasis must include information on each of the Objectives/Emphasis throughout the entire proposal. Blank copies of the forms are available in Section H FORMS. The following basic formatting instructions are required to be completed in the designated order and in the following manner:

- a. Form 1 Cover Sheet and Checklist. This form labeled (Cover Sheet) must be the first page of the proposal. The Project Director must check the completed proposal and certify that documents have been accurately completed and follow the requirements as outlined in the application packet.
- b. Proposals are required to follow the sequential order (Forms 1 – 7, plus Attachments) as outlined on Form 1 Checklist.
- c. Proposal must be typewritten/computer-written, **point size at 12**, and **with 1” margins on all sides**. Text shall be single-spaced and can only be on one side of the page. No pictures or computer artwork are allowed.
- d. **All pages must be numbered consecutively this includes all attachments.**
- e. The application packet cannot exceed 23 pages, excluding attachments.
- f. All attachments must be numbered and attached in the order as outlined on Form 1 Checklist.

6. Forms and Content Requirements

Complete the forms as specified.

Form 1 – Cover Sheet & Checklist/Table of Contents (Pages 25-26, not to exceed 2 pages)

1. Contracting Entity: The fiscal agent responsible for receipt and disbursement of CPDG funds. The contracting entity must have a Federal Identification /Social Security number.
2. Implementing Entity: The implementing entity is the individual, group, or agency responsible for the implementation of the project. It may or may not be the same as the contracting agency.
3. Project Director: The individual who will be making the programmatic decisions as well as being the contact person throughout the grant process.
4. Authorized Official: The individual who will be responsible for contractual agreements and fiscal accountability. The individual will also be authorized to approve and sign the contract.

The Project Director must review the proposal and sign Form 1 Checklist, page 2, certifying that the proposal is true, complete, and accurate.

**Form 2 – Project Profile, Summary and Narrative
(Begins on Page 27, not to exceed a total of 9 pages)**

1. **Project Profile** - Complete form labeled Form 2 as instructed on the form. (Not to exceed 1 page.)
2. **Summary of Project** – Include a brief summary of the project/services that will be provided if your proposal is selected for funding. The summary should state who, what, where, and how the program/services will be provided. If your proposal is selected for funding, a brief description from your summary will be used to describe the program. Do not include agency description in your summary. (Not to exceed 1 page.)

3. Project Narrative (not to exceed (7) pages)

(Narrative must **include subtitles a-k**, beginning with a. “Brief history and description” and ending with k. “Dissemination/Replication.”)

- a. **Provide a “Brief history and description”** of the applicant agency. Include a description about your experience or the experience of your organization. The description should also include a discussion of how your organization’s experience specifically relates to program/services outlined in the proposal.
- b. A description of “**What will be developed**” discuss the specific nature and characteristics of the proposal, address how the project **will allow for family and friend involvement**, how the project will provide systemic change, outline all services the will be provided and state all products that will be developed.
- c. **If your “Agency is currently providing this service,” explain why this project should be considered new and innovative, and qualify for funding through this grant process.**
- d. A description of “**Why the project is important**,” identify the innovative or creative elements of the project. Is this an unmet need in the area?
- e. A description of “**What you hope to accomplish through your project**.” (Goals and objectives)
- f. A description of the types of “**Collaboration across geographic and/or service systems**.” How will the proposal integrate with existing service systems?
- g. A description of the “**Research completed**” that was used to determine a need in your area, and justification for the project.

Project Narrative Continued

h. State Plan Objective(s)

A description of how your project responds to the SCDD's specific 2002-06 State Plan Objective(s) and bullet points for FY 2005-06. Use the information provided in Section B State Plan – Grant Funding Objectives. **Proposals addressing more than one objective must include information addressing each of the Objectives.**

i. Description of Population to be Served

1. A description of the geographic area that your project encompasses.
2. A description of the cultural, ethnic, racial, economic diversity and type of disability of the population that your project will serve. Indicate whether the proposal will provide services to individuals with developmental disabilities who live in poverty areas.
3. A description of the steps your project will take to ensure active and meaningful participation of a representative diverse group, including individuals with developmental disabilities in your project. Note: Such involvement should, at a minimum, be representative of the diversity of your geographic area.
4. Method used to ensure that individuals from traditionally underserved communities will be served.

j. Collaborating Entities

Identify parties/entities collaborating on this proposal. This may include Regional Centers, local government agencies, and/or other organizations. **Identify whether collaborators are to be paid through this proposal.**

k. Dissemination/Replication Plan

Describe the plans to share products developed through this proposal and willingness to provide consultation to others wishing to replicate the proposal. Outline materials/model that will be provided to SCDD.

Form 3 - Project Management Plan (Pages 28 – 29, not to exceed 2 pages)

1. Describe the project activities, the months services will begin & continue through, and the staff needed providing the services:
 - a. Describe the specific activities;
 - b. Check the month(s) the activities will occur; and
 - c. Identify staff and/or collaborating agencies responsible the activities.

Form 4 – Personnel and Organization (Page 30, not to exceed 2 pages, excluding attachments)

1. **Personnel** - Include the following information:
 - a. Name of the individual who will be organizing and implementing the project;
 - b. Name of individual who has authority to make contractual and fiscal decisions;
 - c. Provide a description of the types of administrative support that will be provided;
 - d. Names of all key personnel and position(s) of the required qualifications for each key position. Include a job description or duty statement for each key personnel. If names are not available, provide duty statements (include as an attachment).
 - e. Where appropriate, attach Curricula Vitae for each staff person working on the proposal. (Include as an attachment.)
 - f. Where appropriate, copies of current professional licenses or credentials. (Include as an attachment.)

Form 5 – Outcomes and Evaluation Plans (Page 31, not to exceed 4 pages)

1. In this section, provide the following:

- A. Briefly describe how your proposal will address an overall strategy for systemic change toward these goals.
- B. The federal government requires grantees to track and evaluate consumer satisfaction with Council funded projects (see required format in appendix). Describe how your program will track and evaluate consumer satisfaction to ensure that consumers are benefiting from this project.
- C. List the total number of individuals with developmental disabilities and their families that will be served by this project, and indicate under which definition of developmental disabilities (State or Federal definition, see the Glossary of Terms) they qualify.
- D. Indicate which Council Outcome measures (See Appendix, page 40) will be used to report outcomes for this project and describe the methodology that will be used.
[Note: These federally-required measures are subject to change.]

Form 6 - Budget (Page 32, not to exceed 3 pages)

The SCDD's CPDG funds are intended to provide resources for new and innovative programs and/or replication of previously funded Council grant programs/projects that are not currently available in the catchment area where the funds are being requested. These funds may not be used to purchase goods or services for which another funding source is available, or to supplant existing funding. Project costs include all necessary expenses made by the grantee in accomplishing the objectives of the grant during the contract period. **The applicant is responsible for ensuring that all costs conform to the requirements of these guidelines and the State Contracting Manual for use of the CPDG funds. Proposals that have unallowable costs will be reviewed to ensure the program will be successful absent these costs. If the program is contingent on the unallowable costs, the proposal will be rejected during the technical review process.**

To complete Form 6 Budget, refer to the sample budget forms on pages 33, 34, and 35 as well as Section F, Allowable and Non-Allowable Contract Costs for assistance. **(An Excel spreadsheet has been provided for the actual Budget.)**

A. Personnel Services, Staff Salaries, Wages, and Benefits – List monthly salaries, monthly benefits, and percent of time staff will be working on project and the total amount of month's staff will be working on project. Add the monthly salary and the monthly benefit amount, multiply by the percent of time, and the months working on proposal. All staff must be listed separately as outlined on the Budget Form. (Staff benefits should be specific to each staff position. Benefits can include payroll taxes, workers' compensation, medical benefits, dental benefits, vacation, sick leave, and any additional benefits that are provided to the staff working on the project. (A breakdown/listing of all staff(s) benefits claimed/requested must be included in the Budget Justification.) Only Personnel listed in this section may request reimbursement expenses in the Operating Expenses portion of your budget.

B. Consultants Salary/Contract Costs – List consultant positions, hourly rate, and total number of hours contracted. Consultants listed must be consistent with the proposal stated overcomes. Consultant rates must conform to the current Schedule of Maximum Allowance.

C. Operating Costs – List the operating costs on Form 6 Budget, page 1. Not all cost items listed may apply; this section should reflect only the operating costs of your proposal. (Delete all line items that do not apply, and add any not listed line items that apply to your actual costs.)

D. Administration/Indirect Costs – A maximum of 10% can be allowed if applicable. (This amount must be explained in depth on the Budget Justification Form.)

The total amount identified on the Total Contract Cost is the sum of A + B + C + D (Total Annual Personnel Costs + Total Annual Consultant Costs + Total Annual Operating Cost + Administration/Indirect Costs). The budget total listed on Form 6, must match the total requested on Form 1 - Cover Sheet.

Directly following the Form 6 Budget, attach the Budget Justification page. All personnel, consultants and line items must be listed on this form, and reflect reasonable and customary costs.

Directly following the Budget Justification form, attach the Equipment List page, (if applicable) and list the equipment that will be purchased. The total amount must equal the amount listed in your budget - Form 6.

Form 7 - Continuation of Funding (Page 36, not to exceed 1 page)

1. Identify the program's continuation of funding source, how the program will continue after the end of the contract with SCDD.
2. Describe whether the continuation of funding source is from a government or a private agency. Provide written verification from that agency for the continuation of funds.
3. If a Regional Center is identified as a continuation of funding source, a vendor code must be provided along with the rate per visit (hourly, daily, monthly, etc.) as set by the Department of Developmental Services' Rates and Vendorization Section.

D. ATTACHMENTS

Attachments must follow Form 7 in the application packet, all attachments are to be **numbered and in the sequential order listed below.**

- A1. Continuation of funding letter(s) or verification.
- A2. Letters of Support - Attach a **minimum of three letters of support**, the letters must be from three different entities. Applicants are urged to obtain letters of support from any collaborators working on the project and the local regional center offices. Each letter shall identify the company/individual's name, address and state the contact person with the telephone number.

All letters must be dated after the release of the Request for Proposal, (February 14, 2006). At least one letter of support must be from an entity with recognized expertise in the objective area identified in the proposal. Letters received from entities that will financially benefit from this proposal shall **not** be counted toward the required three letters of support.

Please note: As the funding source, SCDD Council Members and Staff, including Area Board Members and Staff, are ineligible to write Letters of Support.

The individuals writing the letters of support must state in their letter that:

- A2a. The proposal has been reviewed, and their thoughts on the proposal;
 - A2b. They are familiar with the applicant; and
 - A2c. The need for the services outlined in the proposal.
- A3. Organizational Chart – Provide an organizational chart for the proposed program only. List the names and positions of the personnel listed in your budget. The organizational chart does not need to include the entire agency or institution;
 - A4. Curricula Vitae, Duty Statement, Current Licenses and Credentials – Where available provide Curricula Vitae for each staff person working of the proposal; if Personnel has not been hired yet, provide duty statements.
 - A5. List all previous grants/awards received from other entities in the last two years that benefit individuals with developmental disabilities. This should include the name of project, the funding source, contact person, telephone number and the amount of the grant.

E. TECHNICAL REVIEW AND AREA BOARD OFFICE REVIEW

The purpose of the Technical Review process is to determine: 1) Whether the proposal meets the requirements as outlined in the application packet and determine if the proposal scores high enough to be referred to the local Area Board; 2) The Area Board office Needs Assessment is to determine if the services being proposed in the application are currently needed in the catchment area where the services will be provided.

1. To Be Eligible for Technical Review

- Two copy ready applications with all required documents must be received by 5:00 p.m., March 24, 2006, at the Council's Headquarters office.
- **(No faxes or e-mails** of the required elements of the application will be accepted.

2. Criteria for Technical Review

A scoring system will be used during the Technical Review process. A maximum total of fifty-(50) points will be awarded based on:

- Proposals submitted must meet the State Plan – Areas of Emphasis that was outlined in the Concept Paper selected by the Planning and Program Committee Members
- Proposals submitted must serve individuals who meet the federal and/or state definitions of developmental disabilities. (Refer to Section J, Glossary of Terms, for definitions)
- Proposals submitted must be consistent with all applicable federal, state, and local government laws and regulations
- Proposals submitted must follow the formatting instructions
- Proposals submitted must have the correct forms from the Cycle 29 application packet
- All required attachments are in the required order
- SCDD may reject any proposal as non-responsive if it is conditional, incomplete, and/or contains irregularities

The proposal must score a minimum score of 30 points to proceed to the Area Board Office review and the Program Evaluation process.

SCDD may waive any immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the guideline documents or excuse the applicant from full compliance with the contract requirements if the applicant is selected for funding.

Any of the following fatal mistakes will result in rejection of the proposal during the technical review process:

- 1. Proposal only has three letters of support, and one letter is ineligible; (e.g. dated before February 14, 2006, Entity writing the letter will benefit financially from the proposal if funded)**
- 2. Proposal is missing any of the seven forms;**
- 3. Proposal used the incorrect forms or forms omitted required information;**
- 4. Proposal is received after the deadline of 5:00 p.m. March 24, 2006; and**
- 5. Proposal includes state employees, or past state employee working on project (see page 39).**
- 6. Required elements of the application are faxed or e-mailed to the SCDD office.**

3. Area Board Office Review

The SCDD Deputy Director for Area Board Operations will oversee the Area Board Office review process. A maximum of 15 points will be awarded based on the need for the service in the Area Board Office's catchment area.

F. PROGRAM EVALUATION AND SELECTION PROCESS

1. Overall Program Evaluation

- Proposals that scored 30 points and above in the Technical Review will be eligible for the Area Board Office Review and Program Evaluation review.
- Each eligible proposal will be scored as followed: A maximum of 50 points for the technical review process, a maximum of 15 points from the Area Board Office, and a maximum of 100 points from each member of the Program Evaluation Taskforce.

2. Criteria for Program Evaluation

A scoring system will be used during the Program Evaluation process to rank proposals. A maximum total of 100 points per reviewer will be awarded based on the following criteria:

- Demonstrates how the proposal will achieve self-determination and community inclusion in the selected area(s) of emphasis. (20 points)
- Demonstrates how proposed project will reach and serve underserved populations (10)
- Extent to which the applicant has experience, knowledge, and demonstrates the ability to accomplish what is being proposed; (10)
- Demonstrates sound methodology with appropriate timeframe for meeting project goals and objectives. Has a timely and reasonable work plan for meeting goals and objectives; (10)
- Demonstrates in measurable outcomes the impact on the target population, with priority given to those proposals designed to achieve a final outcome (i.e. hired in jobs of choice vs. training about employment; renting/owning homes of choice vs. training about housing; etc.); (10)
- Extent to which the proposal demonstrates evidence of interagency collaboration, how the proposal will be integrated with services in the existing service system; (10)
- Extent to which the budget is reasonable and appropriate for accomplishing the objectives of the proposal; (10)
- Extent to which the proposal identifies continuation of funding source(s); (10) and
- Extent to which the reviewer determines that the proposal should be funded in relation to the strength of the other applicants. (10)

3. Conflict of Interest Statement

The Conflict of Interest Statement, includes a formal recusal policy for individual reviewer to exclude himself/herself from all discussions and scoring of any proposal that presents a conflict of interest. If a conflict of interest is found to exist for any of the Community Program Development Grant Taskforce Members, the total points scored by the remaining members will be averaged, and the averaged score will be added to the total score.

4. **Notice of Intent to Award Contracts**

A “Notice of Intent to Award Contracts” will be posted during the period May 16 - 22, 2006; at the SCDD’s website at www.scdd.ca.gov and the Council’s Headquarters Office located at 1507 21st Street, Suite 210, Sacramento, California 95814. If you would like a copy of the “Notice of Intent to Award Contracts,” please call (916) 322-8481.

A written protest may be filed with the Executive Director of SCDD during the protest period May 16 - 22, 2006. A protest must be received in writing at the SCDD Headquarters office before 5:00 p.m. on May 22, 2006.

Protests are limited to those instances where SCDD did not follow the Instruction as specified in the Community Program Development Grant application packet.

G. ALLOWABLE AND NON-ALLOWABLE CPDG GRANT COSTS

The purpose of the CPDG program is to provide resources necessary to initiate new programs that are creative, special, needed and innovative for people with developmental disabilities and their families. These funds may not be used to purchase goods or services for which another funding source is available, or to supplant existing funding. Proposal budgets should include all necessary expenses for the applicant to complete their project/program.

Each line item in the budget will be reviewed by the SCDD to determine whether it is allowable and reasonable. SCDD reserves the right to request a revised budget. The following list contains examples of allowable and non-allowable CPDG contract expenditures.

1. Funds cannot be used to purchase real property.
2. Funds cannot be used to purchase childcare vouchers.
3. Funds may be used to modify facilities to meet fire and life safety requirements of the Fire Marshall and/or the local licensing agency. If funded the applicant will be required to submit three bids for any facility modifications.
4. Rent for an office and/or facility is a reimbursable expense, as long as staff funded through the grant is working from the office/facility. The rent should not exceed the rental rates for an equivalent size facility in your geographical area.
5. Any equipment purchased from funds under the terms of this contract is the property of the State Council on Developmental Disabilities. For purposes of CPDG, equipment is considered any item purchased by the contractor that has a unit acquisition cost of at least \$500 or a normal useful life of at least three years. The contract must include a detailed inventory of any equipment purchased with CPDG funds. The contractor shall provide a final project equipment inventory to the SCDD. This inventory must accompany the project's final progress report and is due within 45 days of the end of the contract.
6. A written request to purchase equipment is required by the contractor prior to reimbursement for any articles, supplies or equipment exceeding \$1,000.00 in cost. A written justification request, including the purpose for the purchase and reasonableness of the cost is required prior to authorizing purchases.
7. Equipment may be leased; however, it may not be leased with an option to purchase. The contractor shall provide SCDD with copies of lease agreements for equipment leased during the contract period.
8. Examples of equipment that may not be purchased or purchased only with prior approval include:
 - Motor vehicles may not be purchased. They may be leased during the contract period.
 - Computers may only be purchased with prior approval from the SCDD.
 - Fax machines, VCR, camcorders, and digital cameras may only be purchased with prior approval.
 - Copy machines may not be purchased. However, they may be leased during the contract period.
 - Wall-to-wall carpeting is non-allowable. However, area rugs may be purchased.

- Any equipment item that is attached to a facility or vehicle, which cannot be removed in usable condition of the facility or vehicle ease to serve persons with developmental disabilities.
9. As a general rule, it can be assumed that equipment with a value under \$500 will be amortized and no longer property of the State after three years. For purposes of CPDG, equipment item costs must be considered in terms of the end usable product, e.g., a bed is considered the sum of the cost of the mattress, box springs and frame. Applicants should contact the SCDD on specific issues concerning items over \$500.
 10. Funds cannot be used for modifications that are solely aesthetic in nature or are not necessary to meet fire and life safety requirements.
 11. Any reimbursement for necessary travel expenses and per diem shall be at rates set in accordance with allowable state guidelines and
 12. per diem and mileage rates. Travel outside the State of California shall not be reimbursed.
 13. CPDG funds shall not be used to purchase food for participants at CPDG-sponsored conferences, trainings, seminars or workshops.
 14. Consultants' rates must conform to 1) the Schedule of Maximum Allowances for positions covered by that schedule; 2) comparable state civil service positions; or if the above are not applicable, 3) to the going rate for similar work outside state service.
 15. Start-up costs are typically used for costs incurred prior to consumers receiving services. Such costs may include licensing and training costs, rent, furnishings, and salaries during start-up, or utility deposits.
 16. Transition costs include the cost of operating the program and starting when the first consumer is served and ending when the contract period is over and/or after any third-party reimbursements are made (e.g., Medi-Cal, Regional Center). Transition costs must conform to existing rates.
 17. Costs related to disseminating information about project outcomes can only be included in the funding request if this expense is to be incurred during the term of the contract period.
 18. No staff person can be committed to more than 100% of that person's time. The SCDD reserves the right to verify and determine reasonableness of staff time committed to other jobs/projects.